



# HOMESTAY APPLICATION and Submittal Requirements

DEVELOPMENT SERVICES DEPARTMENT  
161 SOUTH CHARLOTTE STREET  
ASHEVILLE • NORTH CAROLINA • 28801

## HOMESTAY APPLICATION SUBMITTAL CHECKLIST

### DOCUMENTS & FEES

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | This <u>Completed</u> Form                        |
| <input type="checkbox"/> | \$208 Zoning Application & Technology Fee Payment |
| <input type="checkbox"/> | Proof of Residency (2 Forms, please see FAQ)      |

### FLOOR PLAN (See attached example, appendix A)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Must show all portions of home or building that include heated floor area.           |
| <input type="checkbox"/> | Label designating each room function/classification                                  |
| <input type="checkbox"/> | All doors and windows, with egress windows clearly identified for the homestay area. |
| <input type="checkbox"/> | Area to be utilized for homestay guests should be indicated.                         |
| <input type="checkbox"/> | Show locations of all smoke detectors.   |
| <input type="checkbox"/> | Show dimensions and area of all rooms in the homestay area.                          |

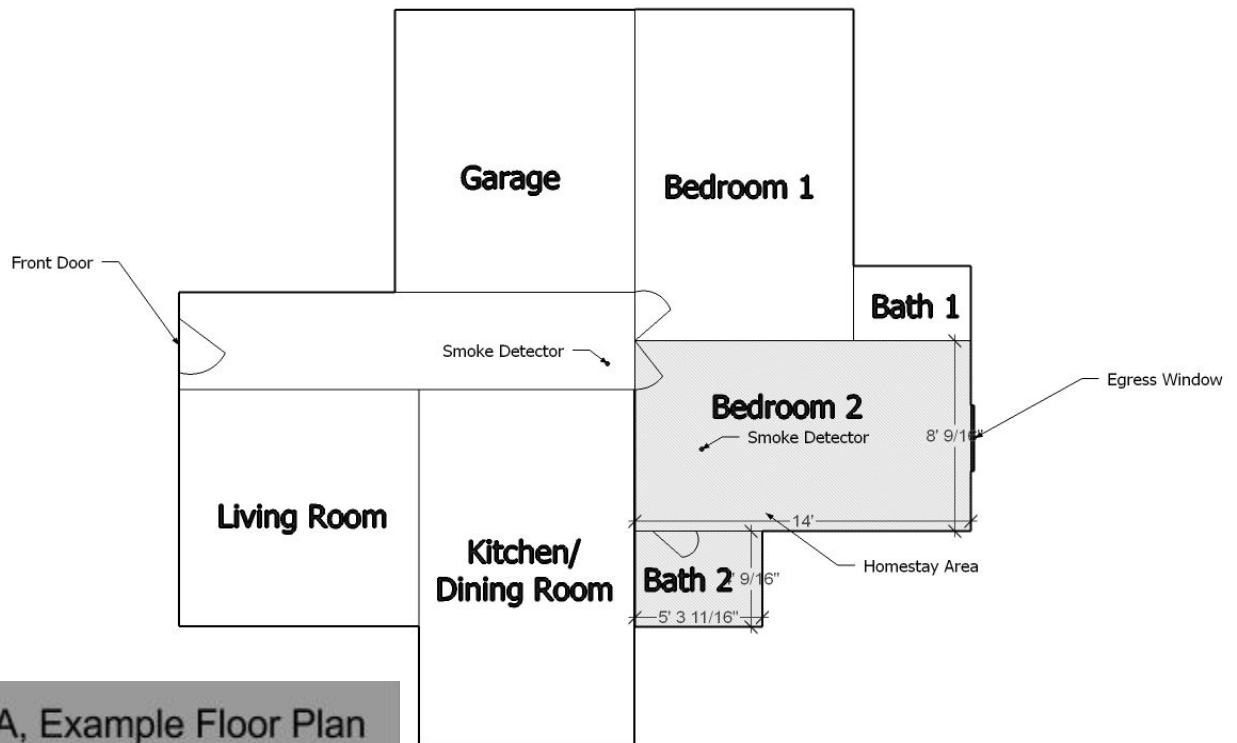
## APPLICATION INFORMATION

Project Address:	New Address: Yes No
Property Owner:	Parcel Identification # (PIN): - -
New Owner: Yes No	Civic ID:
Mailing Address:	Phone Number: ( ) -
City: State: Zip:	Email Address:
Homestay Bedrooms:	Homestay Square Footage:
Off-Street Parking Provided: Yes / No	
Owner Carries Insurance Covering the Homestay Yes/No	

## OWNER SIGNATURE

Owner/Agent Signature	Date
Print Name:	

## OFFICE USE ONLY - NOTES

Frequently Asked Questions	
Does my floorplan need to be drawn by an architect?	No. You can draw this yourself and can be hand drawn.
What forms of proof of residency are accepted?	<ul style="list-style-type: none"> <li>• Voter registration</li> <li>• DMV License Address</li> <li>• Income Tax Form*</li> <li>• W-2*</li> <li>• Vehicle Insurance*</li> <li>• Auto Registration</li> <li>• Car Title</li> <li>• Public School Registration</li> </ul>
Can I operate more than one homestay?	No. The homestay must be operated out of your primary residence. Only one permit may be issued to a single applicant.
How many rooms can be in the homestay area?	A maximum of two bedrooms can be used.
How long is my permit valid?	Permits must be renewed every 12 months.
Do I need more parking?	No additional parking is required for the homestay.
What about Insurance?	Check with your insurance company.